

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOT10111109</u>	DATE POSTED: <u>11/23/15</u>
POSITION NO: <u>241939</u>	CLOSING DATE: <u>12/08/15</u>
POSITION TITLE: <u>Contract Analyst</u>	
DEPARTMENT NAME / WORKSITE: <u>NDOT / Executive Administration / TseBonito, NM</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB63A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>37,065.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>17.82</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Initiates requests for proposals (RFP) for work required by the Navajo Division of Transportation, develops RFP notices, packages and evaluation tools. Seeks service providers for NDOT projects, assists in the preparation and implementation of contracts and coordinates with NDOT Finance Section regarding budgets. Provides technical expertise to the NDOT staffs and the NDOT service providers on contracting and related financial issues. Reviews, monitors all financial documents and reviews project scope of work on specified contracts, grants and subcontracts for compliance with all regulations and requirements. Monitors performance for compliance on all contracts, grant and/or subcontract. Monitors and coordinates actions on contracts; insure its negotiated and finalized, as it takes the 164 Review Process, prior to contract implementation and business development between NDOT and service provider. Monitor the contracts through the review process to its final negotiated product and business implementation. Maintains file copies on all contracts, monitors expenditures, reports, processes documents for payment of expense. Notifies and advises divisions and departments of any problems or necessary corrective action associated with the contracts.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Business Administration or closely related field; and one (1) year of contract and/or grant administration experience.

Preferred Qualifications:

- FMIS Certification
- Proficient in Microsoft Office software or other applications

Special Requirements:

- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of generally accepted grant, contract administration principles, procedures and practices; knowledge of accounting transaction practices, procedures related to tribal, federal, state local laws and regulations; knowledge of budget practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures and equipment. Skill in auditing technical records and reports for compliance and evaluative purposes; skill in operating personal computer and standard office software including word processing, databases and spreadsheet files; skill in gathering, consolidating, analyzing facts and drawing conclusions; skill in researching and preparing complex technical reports; skill in effectively and clearly communicating complex technical concepts, orally and in writing; skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.